

Virginia Department of Transportation  
Mandatory Pre-Proposal Meeting Outline and Minutes

Project Number: 0609-057-140, P106, M501, B601, R201

**Residency:** Saluda

**County:** Mathews

**Date / Time:** April 28, 2006 9:00 a.m. – 9:25 a.m.

**Note Taker:** Gale Dickerson

- ***Welcome and Introductions***

- Pass sign in sheet around – Write clearly – if you are not on the list we will not accept your proposal.
- Official starting time – 9:00 a.m.
- Introduce VDOT people.
  - Myself, Marcie Parker, Daniele Noland

- ***Point of Contact for Project – Part 1, page 6 of 36***

- Daniele Noland

- ***Over-view of project – Part 1, page 4 or 36***

- Replacement of bridge and approaches over Garden Creek Canal, Route 609 – a dead end Road in Mathews County. 4 property owners live at the end of the road so access and emergency management will be an important part of the project. A DCR nature preserve borders the southeast quadrant of the project. No access will be granted on this property.

- ***Project Budget – Part 1, page 5 of 36.***

The estimated contract value for this project is \$1,100,000.

- ***Schedule and Dates – Part 1, page 6 of 36.***

- Proposals are due June 9, 2006 4:00 p.m.
- Notice to proceed – October 2006
- Fixed date – August 20, 2007. Date identified in proposal, if earlier than August 20, 2007 will be the contractual completion date.

- ***Utilities:***

- There is a power line to the southern side of the road. There is a phone line attached to the current bridge structure, which should be attached to the new bridge. Any temporary relocation of the phone line should be placed in the temporary construction easement.

- ***Civil Rights:***

- DBE goal: 3%
- Trainees required: 2

- ***Environmental: Part 2, page 7 of 23***

- Permits: VDOT has conducted preliminary coordination with the regulatory agencies on this project. The successful offeror will have to acquire all necessary water quality permits.

- ***Materials Section Comments: Part 2, page 12 of 23***

- Geotechnical work – VDOT has performed several borings and cone penetrometer tests which are included for your information.
- Pavement Design – a pavement design has not been provided in the proposal. You should submit a design that meets or exceeds the structural number shown.

- ***Right of Way Section Comments:***
  - Temporary construction easement – VDOT will acquire a temporary construction easement as shown in the attachments prior to the notice to proceed. The contractor will be responsible for acquiring your own staging area.
- ***Traffic Engineering Section Comments: Part 2, page 15 of 23***
  - Guardrail – all guardrail work should be confined to 200 feet beyond each end of the bridge so that the entire run will not have to be replaced. A transition zone from old to new guardrail should be approximately 50 feet in length and should be within that 200 feet.
- ***Road Closure Plan: Part 2, page 19 of 12***
  - Due to the 4 property owners at the end of the road who will be cut off from all access during road closures, we have set up restrictions for road closures. We will allow up to 6 full road closures, each of which can last up to 36 hours, with no more than one within any 72 hour period. The times of the full road closures will be 6:00 p.m. the first day of the closure to 6:00 a.m. the third day of the closure.
  - Short term closures will be allowed on any day between 6:00 a.m. and 6:00 p.m.
- ***Emergency Management Plan for Property Owners: Part 2, page 20 of 23***
  - A plan has been developed to provide for the health, welfare, and safety of the property owners and their property in the event of an emergency during any road closure. The plan is included as an attachment. The successful offeror will be responsible for providing a means and method to transport, as a unit – a rescue squad body board and 2 crew members from one side of the canal to the other side as needed during an emergency. The successful offeror will make necessary preparations once an emergency occurs in order to be prepared to transport as soon as the emergency response team arrives at the project. The successful offeror will also provide transport to the state police as needed.
- ***Special Provision for Asphalt, Fuel, and Steel: Part 3, section 6.3***
  - Please note the special provisions for asphalt, fuel, and steel are being modified for design-build projects, and modifications should be out by 5/5/06. We will mail everyone here and post on the website.  
**NOTE: Modified Special Provisions will be issued on May 12, 2006.**
- ***Ranking Criteria and Ratings/ Incentives/Disincentives: Part 1, page 19 of 36 & attachment 5.2.1***
  - The evaluation of the proposals will be based upon a numerical weighting. The Technical proposal will have a weight of 30% and the Price Proposal will have a weight of 70%.
    - Technical Proposals - evaluated upon the criteria shown on page 20 or 36. 30% weight, so maximum points = 30.
    - Price Proposals – based on the price submitted plus the number of long term closures, with each closure adding \$60,000 to the proposal price. The lowest adjusted price will received 70 points. The other proposals will be awarded points based on the ratio of their adjusted price as compared to the lowest adjusted price. Include the number of long term closures on the price proposal in section 4.2.2.1.
  - Incentives – VDOT will pay an incentive of \$1000.00 per hour for each hour less than the 36 hour long term closure period, not to exceed \$12,000 for each long term closure. The total amount of incentive will not exceed \$72,000 for the project.
  - Disincentive – if the offeror fails to perform work in accordance with the number of long term closures shown on the 4.4.2.1 section of the price proposal form, VDOT will assess a disincentive of \$1000 per hour for each hour of closure beyond the long term closure stated. There will be no ceiling for the disincentive.

## Questions and answers

1. Contractor's liability for emergency management plan.
    - The Offeror's responsibilities are outlined in Part 2 of the RFP under Section 2.11.3.
  2. Is there a stipend on this project?
    - No
  3. Is the DBE goal for the design and construction?
    - The DBE goal is for the entire project.
  4. Is the DBE percentage a goal?
    - Yes
  5. Do the CD's have the same information as on the website?
    - The CD information is available on the website.
    - The website address is shown in Part 1, page 7 or 36.
    - The Survey files are not included in the CD. VDOT is in the process of uploading those to the website.
  6. The contract requires a DCR certified environmental person as well as an environmental monitor. Does this have to be 2 different people? This increases the administration costs considerably.
    - No.
  7. Can you post the sign in sheet on the website?
    - Yes
  8. Why did you decide to go with design-build on this project?
    - Initially intended to build new bridge on new alignment, but cost was very high for location and traffic. VDOT received approval from county to close road for 3 months but could not work out a suitable agreement with the property owners. VDOT wanted innovative means and methods to build the bridge without closing the road for an extended period of time so design-build was the preferred option.
  9. This job has more, if not same, administrative requirements as 199 which was much, much larger. VDOT is requiring 4 people on project full time – project manager, scheduler, environmental monitor, DCR certified person.
    - VDOT will only require the Construction Manager and the environmental monitor to be on the Project site full time for the duration of the Project. The environmental monitor identified under the RFP Part 2 Section 2.3.9 will not be required to be an independent agent, and to satisfy this requirement the Construction Manager and the environmental monitor may be the same person, but must hold the DCR certifications listed under the RFP Part 2 Section 2.3.4.
- NOTE: An RFP Addendum will be issued on May 12, 2006 to reflect this revision regarding on-site project requirements for Key Personnel.**
10. What communication with property owners will be required?
    - VDOT will need to have a good communication with property owners on all closures. Let them know with as much notice as possible when closures will occur. Some property owners will relocate for the long term closures and some will stay on their property. Letter in mail box, phone call. Also need to keep dispatcher notified of closures.

The mandatory pre-proposal meeting was officially closed at 9:25 a.m.

An informal site visit followed.